

EDITED KSA LISTING

CLASS: Project Director III

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Extensive knowledge of all phases of the State's capital outlay process to successfully deliver capital projects within the state system.
K2.	General knowledge of architecture in order to evaluate project design for compliance with the Department's design standards and construction guidelines.
K3.	Extensive knowledge of the details of planning, designing and constructing public works to successfully deliver the Department's capital projects.
K4.	Extensive knowledge of construction materials to successfully deliver the Department's capital projects in compliance with the Department's design standards and construction guidelines.
K5.	Extensive knowledge of costs, codes and construction methods to successfully deliver the department's capital projects in compliance with the Department's design standards and construction guidelines.
K6.	General knowledge of structural, electrical and mechanical engineering as related to public works in order to evaluate project design for compliance with the department's design standards and construction guidelines.
K7.	Extensive knowledge of the principles of budgeting as related to the capital outlay process in order to deliver the projects within the Department's budget.
K8.	Extensive knowledge of the use and application of technology to facilitate the delivery of the Department's Capital Program.
K9.	Extensive knowledge of organizational and personnel management practices and principles in order to recruit, develop, and retain, qualified professional staff necessary to deliver the Department's complex Capital Program.
K10.	General knowledge of the principles of budgeting in order to support and implement departmental and divisional budgets necessary to support divisional operations.
K11.	General knowledge of a manager's role in the Equal Employment Opportunity Program, and the processes available to meet Equal Employment Opportunity objectives and maintain a work environment free of discrimination and harassment.
K12.	Extensive knowledge of practices and principles of program management to successfully deliver the Department's Capital Program.
K13.	Extensive knowledge of practices and principles of project management to successfully deliver the Department's Capital Projects.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
K14.	General knowledge of strategic and long range planning in order to support the Department in setting forth the goals, benchmarks, and performance criteria necessary to ensure the Department's successful Capital Program delivery.

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#	Knowledge, Skill, Ability
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	Skill to:
S1.	Review and analyze construction documents to produce quality documents
S2.	Present ideas and information clearly and effectively in pictorial, verbal and written forms in order to communicate and meet operational needs.
S3.	Analyze situations accurately, in order to develop alternatives and implement an effective course of action
S4.	Direct the work of a group of Project directors to meet operational goals objectives of the programs.
S5.	Effectively implement the Department's Equal Employment Opportunity objectives in order to create and maintain a fair and equitable work.
S6.	Analyze complex projects accurately in order to plan and implement an effective project management plan.
S7.	Effectively establish and attain goals to accomplish the Department's mission and goals.
S8.	Operate a personal computer in order to perform daily managerial duties (e.g. reports, tracking system, presentations, and training materials etc.).
S9.	Establish and maintain cooperative and professional relationships with colleagues, consultant contractors, construction contractors, and representatives of governmental agencies, facility personnel and others to meet the Department's goals and objectives.
S10.	Select, train, develop and evaluate staff in order to ensure optimal effectiveness of program operation.
S11.	Supervise staff with different professional backgrounds and varying levels of ability to ensure effectiveness of program operations.
S12.	Develop effective policy and procedures in order to ensure consistency and conformity with departmental goals and objectives.

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#	Knowledge, Skill, Ability
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	Ability to:
A1.	Understand and follow direction to accurately carry out work assignments in a timely manner.
A2.	Gain the confidence and cooperation of those contacted during the course of work in order to establish and maintain good working relationships.
A3.	Be flexible in order to adapt to changes in the department's mission, work assignments, and/or environment.